



UNPAID INTERNSHIP DESCRIPTION

INTERNSHIP HOST INFORMATION

State Department / Agency: Civil Service Commission

State Division / Office: Military and Veterans Affairs Office of Human Resources

Location of Internship: Lansing

INTERNSHIP SCHEDULE

Internship Time Period: All Semesters 2012

Internship Hours Requested Per Week: 10-20

PREFERRED EDUCATION

Major / Minor: Web Design/Graphic Design/Information Technology

Level of Education: Open to Undergraduates and Graduates

Preferred Skills / Qualifications:

- Professional, self-driven and work well with others
- Ability to work independently and manage time effectively
- Web design experience

Through this internship, student intern will develop or further strengthen the following competencies:

<input type="checkbox"/> Adaptability	<input type="checkbox"/> Continuous Learning	<input checked="" type="checkbox"/> Initiating Action
<input checked="" type="checkbox"/> Building Strategic Working Relationships	<input checked="" type="checkbox"/> Contributing to Team Success	<input checked="" type="checkbox"/> Innovation
<input type="checkbox"/> Building Trust	<input checked="" type="checkbox"/> Customer Focus	<input checked="" type="checkbox"/> Planning & Organization
<input type="checkbox"/> Coaching	<input checked="" type="checkbox"/> Decision Making	<input checked="" type="checkbox"/> Tech/Prof Knowledge & Skills
<input checked="" type="checkbox"/> Communication	<input checked="" type="checkbox"/> Follow-Up	<input type="checkbox"/> Work Standards

INTERNSHIP DESCRIPTION

Internship Title: Web Design Intern

Intern Responsibilities / Projects:

- Responsible for developing a internet page for the DMVA Office of Human Resources

APPLICATION PROCESS

Submit: 1) internship application, 2) résumé, 3) cover letter, and 4) academic history to:
MCSC-CareerServices@michigan.gov or 517-373-7690 (fax).